

Medicines and Supporting Pupils with Medical Conditions Policy

September 2026

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Policy Statement

Haggonfields Primary School is an inclusive community that aims to support and welcome pupils with medical conditions.

The school is committed to ensuring that pupils with medical conditions are properly supported so that they have full access to education, including school trips, physical education, sporting activities and extracurricular activities.

The school aims to provide all pupils with medical conditions the same opportunities as others and will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

The school recognises that many pupils may have medical conditions requiring ongoing support. These include, but are not limited to:

- Asthma
- Diabetes
- Epilepsy
- Allergies and anaphylaxis
- Cancer
- Mental health conditions
- Other long-term, complex or chronic medical conditions

The school understands that some medical conditions are serious and can be potentially life-threatening if not managed appropriately.

The school recognises the importance of medication being taken as prescribed and will make reasonable arrangements to support pupils' medical needs whilst in school.

All staff understand their duty of care to children and young people and know how to respond appropriately in the event of a medical emergency. Staff receive appropriate information, instruction and training to support pupils safely.

Children who are unwell and unable to participate fully in school activities should remain at home. Parents/carers are responsible for seeking appropriate medical advice and treatment where necessary. The school's role is to support pupils' medical needs whilst they are well enough to attend school.

Where a pupil has a long-term medical need, an Individual Healthcare Plan (IHP) will be developed in partnership with parents/carers, healthcare professionals and relevant school staff.

Parents/carers must inform the school of any medical condition or change in medical circumstances before admission or as soon as the condition becomes known.

The National Curriculum emphasises the importance of providing effective learning opportunities for all pupils and promoting inclusion for children with medical needs.

Legislative Framework

This policy has been developed in accordance with:

- Children and Families Act 2014
 - Equality Act 2010
 - Health and Safety at Work etc. Act 1974
 - SEND Code of Practice
 - Supporting Pupils at School with Medical Conditions (DfE)
 - Human Medicines (Amendment) Regulations 2014
 - Human Medicines (Amendment) (No. 2) Regulations 2017
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Roles and Responsibilities

Governing Body

The Governing Body will:

- Ensure arrangements are in place to support pupils with medical conditions.
- Monitor the implementation and effectiveness of this policy.
- Ensure sufficient resources and staffing are available.

Headteacher

The Headteacher will:

- Implement this policy.
- Ensure staff receive appropriate training.
- Ensure Individual Healthcare Plans are developed where necessary.
- Ensure records relating to medicines are maintained securely.
- Ensure appropriate arrangements are made for educational visits and activities.

School Staff

School staff will:

- Follow Individual Healthcare Plans and emergency procedures.
- Undertake appropriate training.
- Administer medicines in accordance with this policy.

- Maintain accurate records.
- Report concerns regarding a pupil's health and wellbeing.

No member of staff will be required to administer medicines unless this forms part of their role or they have volunteered and received appropriate training. The school will ensure sufficient trained staff are available to support pupils with medical conditions.

Parents and Carers

Parents/carers are responsible for:

- Providing up-to-date information regarding their child's medical condition.
- Completing all required consent forms.
- Providing medication in its original packaging.
- Ensuring medicines are within expiry dates.
- Replacing medicines when requested.
- Informing the school of any changes to treatment or medical circumstances.

Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan will be developed for pupils with significant, long-term or complex medical conditions.

The Individual Healthcare Plan should include:

- Details of the pupil's condition.
- Signs, symptoms and triggers.
- Medication and treatment requirements.
- Special requirements, including dietary needs and participation in physical activities.
- What constitutes an emergency.
- Emergency procedures.
- What action should not be taken.
- Who to contact in an emergency.
- The role staff can play.
- Arrangements for educational visits and extracurricular activities.

Individual Healthcare Plans will be reviewed annually as a minimum and whenever a pupil's needs change.

Administration of Medicines

If school staff agree to administer medication on a short-term or occasional basis, the parent/carers is required to complete a written consent form. Verbal instructions will not be accepted.

Medication will only be administered when:

- Written parental consent has been received.
- Administration during the school day is necessary.
- The medicine is supplied in its original container.
- Pharmacy instructions are clearly displayed where applicable.

Medication supplied to school should clearly display:

- Child's name
- Date of birth
- Name and strength of medication
- Dosage instructions
- Expiry date where possible
- Dispensing date and pharmacy details

A written record will be maintained whenever medication is administered. The record will include:

- Name of pupil
- Date and time
- Medication administered
- Dose administered
- Name and signature of staff member
- Any relevant observations

If a child refuses medication, parents/carers will be informed on the same day. Staff must never force a child to take medication.

Staff Training

The school will ensure that staff receive suitable training where required to support pupils with medical conditions.

Training records will be maintained and retained as part of the school's health and safety documentation.

Training may include, but is not limited to:

- Adrenaline auto-injector administration
- Asthma management
- Diabetes management
- Epilepsy awareness

- Emergency medical procedures
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Storage of Medicines

Emergency medicines, including inhalers, adrenaline auto-injectors and diabetic treatments, must be readily accessible at all times.

Emergency medication should never be locked away if doing so could delay treatment.

Prescription medicines held by the school for administration will be stored securely in a locked cupboard or cabinet with access restricted to authorised staff.

Medicines requiring refrigeration will be stored in a secure designated refrigerator.

Controlled Drugs

Controlled drugs prescribed for an individual pupil may be held and administered by appropriately trained staff.

Controlled drugs will:

- Be stored in a locked secure cabinet.
 - Be accessible only to authorised staff.
 - Be administered in accordance with written parental consent and healthcare plans.
 - Be recorded whenever administered.
 - Be returned to parents/carers when no longer required.
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Antibiotics

Parents/carers should be encouraged to ask their GP or prescriber whether antibiotics can be prescribed in a manner that avoids administration during school hours wherever possible.

Where administration in school is necessary:

- A consent form must be completed.
- Antibiotics must be supplied in the original pharmacy container.
- Storage instructions must be followed.
- Administration must be recorded.

Parents/carers will be informed if a dose is missed, refused or unable to be administered.

Analgesics (Painkillers)

For pupils who regularly require analgesia, an individual supply of medication should be provided by parents/carers.

The school will not routinely maintain stock supplies of paracetamol or other analgesics for general administration.

Children will never be given aspirin or medication containing aspirin unless prescribed by a medical practitioner.

Written parental consent must be obtained before administration.

Non-Prescription Medicines

The school will only administer non-prescription medicines in exceptional circumstances where administration during the school day is considered necessary.

Written parental consent must be provided.

Non-prescription medicines will be treated in the same manner as prescribed medicines and must be clearly labelled with:

- Child's name
 - Dosage
 - Administration instructions
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Emergency Salbutamol Inhaler

The school maintains an emergency salbutamol inhaler in accordance with current legislation.

The emergency inhaler may be used where:

- The pupil has asthma.
- Written parental consent has been received.
- The pupil's prescribed inhaler is unavailable, empty or faulty.

A written record will be maintained whenever the emergency inhaler is used and parents/carers will be informed as soon as reasonably practicable.

Disposal of Medicines

Parents/carers are responsible for ensuring expired medicines are returned to a pharmacy for safe disposal.

Medicines held by the school should be collected by parents/carers at the end of each academic year or when no longer required.

Educational Visits and Residential Visits

The school will make reasonable adjustments to ensure pupils with medical conditions can participate fully in educational visits and residential activities.

Risk assessments will consider:

- Access to medication
- Emergency procedures
- Staff training requirements
- Medical equipment
- Emergency contact information

Relevant medication, Individual Healthcare Plans and emergency contact details must accompany pupils on all off-site visits.

Guidelines for the Administration of Adrenaline Auto-Injectors (AAIs)

An adrenaline auto-injector (AAI), such as an EpiPen or Jext, is used in the emergency treatment of anaphylaxis.

Adrenaline is a safe and effective emergency treatment. Where anaphylaxis is suspected, an AAI should be administered without delay.

The school maintains a supply of spare AAIs in accordance with current legislation.

Following administration:

- A 999 call must be made immediately.
- Parents/carers must be informed immediately.
- Details of administration must be recorded.

- A second AAI may be administered after five minutes if symptoms do not improve and this is consistent with the pupil's Individual Healthcare Plan.
 - Used AAIs should be given to the attending ambulance crew.
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Guidelines for Managing Asthma

Inhalers must be readily available whenever pupils need them.

All inhalers should be clearly labelled with the pupil's name.

Parents/carers are responsible for ensuring inhalers are:

- In date
- Functional
- Replaced when empty

The school will maintain records relating to asthma support and will inform parents/carers if a child is using an inhaler excessively.

Reasonable adjustments will be made to minimise exposure to known asthma triggers.

Guidelines for Managing Diabetes

Staff supporting pupils with diabetes will receive appropriate training.

Individual Healthcare Plans will detail arrangements for:

- Monitoring blood glucose levels
- Insulin administration
- Insulin pumps
- Continuous Glucose Monitoring (CGM) devices
- Treatment of hypoglycaemia

Pupils must be permitted to eat snacks and meals when required to manage their condition.

Treatment for hypoglycaemia may include:

- Dextrose tablets
- Sugary drinks
- Oral glucose gel
- Other treatments specified within the Individual Healthcare Plan

Hypoglycaemia treatments must be readily accessible.

If a pupil becomes unconscious, fitting or extremely drowsy:

- Call 999 immediately.
- Place the pupil in the recovery position.
- Do not attempt oral treatment.

Parents/carers will be informed if treatment is administered.

Guidelines for Managing Cancer

The school recognises that pupils undergoing cancer treatment may require significant support both during treatment and when returning to school.

Support may include:

- Flexible attendance arrangements
- Additional academic support
- Adjustments to physical activities
- Emotional wellbeing support
- Access to a trusted member of staff

Reasonable adjustments will be made to support reintegration and participation in school life.

All relevant staff will be informed of necessary information to ensure the pupil's safety and wellbeing.

Confidentiality and Data Protection

Information relating to a pupil's medical condition constitutes sensitive personal data.

The school will ensure that:

- Information is treated confidentially.
 - Records are stored securely.
 - Information is shared only on a need-to-know basis.
 - Medical information is managed in accordance with data protection legislation and UK GDPR requirements.
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Complaints

Any concerns regarding support for a pupil with a medical condition should first be raised with the Headteacher.

Where concerns remain unresolved, parents/carers may follow the school's Complaints Procedure.

Monitoring and Review

This policy will be reviewed every two years or sooner if required due to changes in legislation, statutory guidance or school procedures.

The Headteacher is responsible for ensuring the policy remains effective, compliant and reflects current best practice.

Further Information

- Asthma + Lung UK
- Diabetes UK
- Epilepsy Action
- Young Lives vs Cancer
- NHS England
- Department for Education Guidance on Supporting Pupils at School with Medical Conditions

Appendices

Appendix 1: Individual Healthcare Plan

Appendix 2: Administration of Medicines Record Form (Class 1 and 2 drugs)

Appendix 3: Permission Letter for Administration of Medicines

Appendix 4: Medical Permission Form – GP



Haggonfields
Primary School

Health Care Plan

Childs Full Name:

D.O.B.

Address:

Medical diagnosis condition or illness:

Family contact details:

Name:

Daytime no:

Mobile no:

Relationship to child:

Name:

Daytime no:

Mobile no:

Relationship to child:

GP details:

Name:

Address:

Telephone:

Signs and symptoms:

Triggers:

Medication:

Name of medication:

EXPIRY DATE –

Amount of medication to be taken:

Medication to be administered by:

Members of staff trained to administer medication for this child:

Daily care requirements:			
Describe what constitutes an emergency and actions to be taken;			
If serious allergy, or any other complications phone 999 immediately. Parents to be contacted immediately.			
Follow up care:			
Name of person responsible in an emergency:			
Parents Name:	Signature:	Date:	
Headteacher :	Signature:	Date:	
SENDCo :	Signature:	Date:	
Review date:			
Form copied to:	School Office (Pupil file)	Parents	SENDCo
The above details were agreed at a meeting with staff involved in the care of the child and the child's parents.			
Date:			
Ensure a copy of this form is given to the parent. The original form will be kept confidentially in the child's records. A copy will be held in the main office, CPOMs and in the classroom.			
We will ensure confidence and training as appropriate within the staff team as agreed with parents and health professionals.			

Medication Permission & Record

Name of School	Haggonfields Primary School
Name of child	
Class and Year group	
Date medication provided by parent	
Name of medication	
Dose and method	
When it is to be taken (time)	
Quantity received	
Expiry date	
Any other information	
Staff signature	
Print name	
Parent signature	
Print name	
Parent contact number:	

(Date)

★ Administration of Medicines ★

Dear Parent/Carer,

It is very important that medicines that you wish the school to administer are authorised by your GP, Hospital Consultant or appropriate health professional. Without their signature, authorised staff cannot give any type of medicine to the students in school.

Please kindly ask the GP / Consultant to complete the attached form and return it with the medicines prescribed to the nominated responsible person in school.

You will need to have a new form completed if the type and dosage of the medicine is changed. The medicines **must** be provided in their original packaging (not broken down and placed in envelopes).

Please remember that any prescribed medicine that is administered by the school **must** be removed from the school premises on the last day of the summer term by the parent / carer in arrangement with a competent member of staff. These forms are available from the school.

Yours Sincerely,

Mrs Boness
Headteacher

Medical Permission Form - GP

Child's Name:	
Date of Birth:	
Child's Address:	
GP Name:	
GP Phone No.	

List of Prescribed Medicines

Name of Medication and Strength	Dosage	Frequency	Duration	Date to Commence

Additional Instructions:

GP Signature:	
Date:	